



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

October 21, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-19

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Agency Retirement Reporting Requirements -  
Teachers Retirement & Deferred Compensation

The Office of State Uniform Payroll is now producing monthly files for Teachers' Retirement System of La. (TRSL) and La. Deferred Compensation which provide the information contained on UPS monthly retirement reports (BL1474-01, BL1474-02, and BL1476-01). As a result, both Teachers' Retirement System of Louisiana (TRSL) and La. Deferred Compensation will no longer require agencies to provide them with the hard copy of these reports effective October, 1999. Agencies will continue to receive the hard copy report and are still responsible for reconciling the reports.

TRSL has advised this office that standard procedures must continue to be followed regarding exceptions. **Form 4A Contributions Report Transmittal will need to be forwarded to TRSL monthly.** This form is available in the TRSL Manual, or it can be printed from the Internet (web address <http://www.trsl.state.la.us>). In the event that your file is not received electronically, you will be notified by TRSL and instructed on procedures to follow. Questions pertaining to TRSL reporting should be directed to Judy Allen at (225) 925-1794 or Emma Webb at (225) 925-3911.

If you have any questions on this memorandum, please contact a member of the User Services Unit at (225) :

Karen Antoine	342-5354	Lawanna Green	342-3545
Debra Causey	342-5377	Paula Rotolo	342-5357

RSM:LMG:kmb

c: Emma Webb, TRSL  
Pat Bergeron, La. Deferred Compensation